

Los Alamos

NATIONAL LABORATORY

memorandum

FOR RELEASE FROM AND UNDER GUARD
FSS-15, PERSONNEL and INFORMATION SECURITY

To/MS: Master Management & Administrative Support

Thru: Larry Freestone, FSS-15, MS G733

From/MS: Kenneth A. Collins, FSS-15, MS B236

Phone/FAX: 7-1332/7-1368

Symbol: FSS1598-002

Date: January 6, 1998

SUBJECT: CUT-OFF DATE ON USE OF OLD BADGE OFFICE FORMS

As announced in several other recent memoranda (see Revised Badge Request Form (Laboratory Form 917), December 11, 1997 and New Visitor Request Forms From The Badge Office, January 6, 1998), a number of Badge Office forms have been recently revised.

After January 30, 1998, the Badge Office will only accept the revised version of its Laboratory forms. The forms this applies to are:

- 864 *Official Laboratory Visitor Request for Unclassified Visits to Security Areas*
- 917 *DOE Standard Badge Request*
- 1725 *Individual U.S. Visitor Badge Request*
- 1735 *Multiple U.S. Visitors Badge Request*
- 1745 *Cleared Foreign National Visitors Badge Request*

All of these forms are available from the Badge Office's Web site, under

Online Forms

<http://www.lanl.gov/fss/fss-15/htmls/restricted/pavc/forms.html>

or from the Laboratory's

Official Documents / LANL Online Forms

<http://iosun.lanl.gov:7000/devl/htmls/forms.html>

page. The Badge Office Web site is linked from the Laboratory's home page. The forms are available in both JetForm and PDF formats.

Outdated forms received after January 30, 1998, will be returned to the sender for resubmission on the applicable current version. It is the Badge Office's hope that the revised forms will make badging requests simpler and more error-free. The cooperation of our customers is greatly appreciated.

If you have any questions or comments, please contact the Badge Office at badge@lanl.gov or 7-6901.